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ADMINISTRATIVE OFFICE OF THE COURTS PROCUREMENT AND CONTRACT ADMINISTRATION 2003 C COMMERCE PARK DRIVE ANNAPOLIS, MARYLAND 21401

Addendum No. 1 to the Request for Proposal (RFP) Collaborative Law Training K12-0041-25I November 7, 2011

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined (ex. <u>language added</u>) and language deleted has been marked with a strikeout (ex. <u>language deleted</u>).

1. Revise Section 1.10:

An original and 4 <u>3</u> copies of each proposal (technical and financial) must be received by the Procurement Officer, no later than 2 p.m. (local time) on November 17, 2011 in order to be considered. An electronic version (CD) of the Technical Proposal must be enclosed with the original technical proposal. An electronic version (CD) of the Financial Proposal must be enclosed with the original Financial Proposal. All CDs must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

2. Revise Section 2.1.1.4 as follows:

Statistics on the use and benefits of the collaborative law to include qualitative and quantitative evidence of the benefits to parties of the collaborative law process;

3. Revise Section 2.1 as follows:

The JECC has the following audio/visual equipment available for your use in each of the 6 rooms: a podium, a projector, a screen, audio, a DVD player, a VCR, a wireless microphone, an elmo, and an easel. Other equipment may be available upon request. If your proposed training requires any additional equipment, the Contractor shall be responsible for its provision other than that listed above, please include the item and the price in your price proposal. Prior to contract award the AOC will determine the party responsible for the provision of additional a/v equipment.

Date Issued: November 7, 2011 Anna Pfeifer, Procurement Officer

TTY Users: 1-800-735-2258

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